

POLICE SERGEANT

POSITION SUMMARY: This is a sworn position that performs responsible law enforcement work and supervises or assists in the supervision of an assigned patrol shift or other police unit. Police sergeants work to preserve and defend the constitutional rights of community members; they enforce criminal statutes and ordinances, investigate complaints, and initiate appropriate action. Work is performed in accordance with established policies and procedures. This position is responsible to build and maintain relationships between community members and the Department of Public Safety and City of Wyoming. The police sergeant assumes command in the absence of a superior officer; performs specialized investigative, records and identification, traffic control, or other police work; and performs related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a police lieutenant or other superior officer.

SUPERVISION EXERCISED: Supervision is exercised over an assigned group of police officers or other employees.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Supervises, directly and through other supervisory personnel, the operations of the department and personnel, providing advice, direction, and assistance on all types of situations that arise. Monitors high-liability situations such as use of force and vehicular pursuit; ensures appropriate reports and notifications are completed.
2. Assigns, reviews, and analyzes the work performance of subordinates, counsels and initiates disciplinary actions, and performs other normal supervisory functions. Ensures compliance with departmental and City policies, procedures, rules, and regulations.
3. Acts as a leader and mentor to department personnel. Trains, evaluates, and instructs personnel in the performance of their duties.
4. Plans, oversees, and monitors initial investigation of criminal acts, accidents, or other incidents requiring police action.
5. Assumes command at investigations, emergency situations, or in the absence of a superior officer. Coordinates appropriate departmental resources as required. Makes command notifications as appropriate. Communicates and consults with the Executive Duty Officer as necessary and appropriate.
6. Reviews daily reports of assigned officers for accuracy, completeness, and proper investigative techniques. Review complaint reports, offense reports, accident reports, activity sheets, and other records and reports of police activities.
7. Prepares daily activity report of events of assigned shift, work schedule, and other administrative reports as necessary.
8. Briefs assigned shift on events of the previous shifts and other pertinent information. Responsible for relaying a summary of the events on assigned shift to the supervisor of the upcoming shift. Monitors communication to and from dispatch; makes command decisions

on calls for service as necessary.

9. Accurately and responsibly operates firearms, electronic control devices, and other subject control devices and uses radios, cameras, computers, and other equipment as required. Oversees departmental use of equipment.
10. Inspects personnel, equipment, and vehicles to determine compliance with established standards. Conducts inspections of police officers to ensure proper dress and equipment and investigates cases of alleged misconduct.
11. Answers inquiries from the public.
12. Maintains positive working relationships with staff, other law enforcement agencies, and supporting state and private agencies.
13. Interacts with school staff, business owners, the public, and others to build relationships, address issues, answer questions, provide information, and represent the City and the Department of Public Safety, reflecting the mission and core values of both.
14. Coordinates response in controlling large crowds and in quelling civil disturbances.
15. As workload or other emergencies dictate, regularly performs the duties of lower classified police officers.
16. Attends training and professional development classes or sessions as required to keep abreast of current trends and best practices within the field of law enforcement.
17. May serve in temporary or special assignments or complete other projects as directed or approved by the Director of Public Safety.
18. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An associate degree in criminal justice, public administration, or a related field.
- B. Four years of responsible experience as a police officer.
- C. Maintain police officer certification from Michigan Commission on Law Enforcement Standards.
- D. Maintain LEIN certification.
- E. Maintain First Aid and CPR certifications.
- F. Valid Michigan motor vehicle operator permit.
- G. Considerable knowledge of and ability to learn and remember new law enforcement techniques and best practices. Reasonable knowledge of modern police science and

administration.

- H. Considerable knowledge of local, state, and federal laws, regulations, relevant case law, and ordinances.
- I. Ability to effectively train, lead, instruct, motivate, and command the respect of sworn and civilian employees; ability to effectively supervise, assign work, and evaluate the work of others.
- J. Considerable knowledge of departmental rules and regulations.
- K. Considerable knowledge of the geography, streets, and important locations in the city.
- L. Ability to use de-escalation techniques with violent, resistive, or combative suspects, make proper physical arrests, and use force when reasonable and necessary.
- M. Ability to train and qualify in handgun and rifle use according to departmental specifications.
- N. Demonstrates ability to write and prepare accurate investigation and follow up reports.
- O. Demonstrates ability to use initiative and independent judgment to set priorities and meet deadlines within established policy guidelines.
- P. Demonstrates ability to understand and follow oral and written instructions and carry out routine and complex tasks.
- Q. Has established effective working relationships and uses tact, good judgment, cooperation, and resourcefulness when working with staff, volunteers, other governmental agencies, and the public. Has the ability to interact with others in a positive manner.
- R. Able to communicate effectively verbally and in writing for a variety of audiences.
- S. Ability to operate a computer and all technology, software, and equipment required of the job.
- T. Ability to safely operate assigned police vehicles in routine and emergency situations.
- U. Ability to react calmly and quickly in emergency situations. Ability to act effectively in emergencies.
- V. Possess good powers of observation, excellent organizational skills, and an ability to problem solve.
- W. Reasonable knowledge of the problems and principles involved in working with juveniles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear and

to communicate with others. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are frequent requirements. The employee must be able to sit and drive for long periods of time. While performing the duties of this job, running, jumping, climbing, kneeling, crouching, and crawling are occasionally required.

While performing the duties of this job, the employee regularly works both in the field and in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. The employee may be exposed to severely hazardous conditions, fumes and smoke, hazardous chemicals, bodily fluids, violent assaults, lethal force, and emotionally charged situations. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear, including respirators. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances which may include working in all types of weather. The employee is required to drive in inclement weather.

The employee is required to take a physical examination in accordance with MCOLES standards and report to the Director of Public Safety any physical conditions that may interfere with the performance of his or her duties as a police officer.

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